

Making Changes to your CLIA Certificate

The CLIA Program requires that you notify our office within 30 days of changes to your CLIA certificate. The table below shows the requirements for making changes to your CLIA certificate, and what forms are needed. These forms can be found on this website. **Please note that it is not our policy to reissue certificates if they become misplaced or for changes in facility name, address, director or ownership.**

I NEED TO:	WHAT FORM DO I USE?	ANYTHING ELSE?
Change our physical or mailing address	Name-Address-Director Change Form	No
Change the name of our facility (our tax ID will not change)	Name-Address-Director Change Form	No
Change the name of our facility (our tax ID will also change)	<ul style="list-style-type: none"> • CMS-116 for the new business entity • Disclosure or Change of Ownership Form for the new business entity 	(If there will be a Lab Director Change with the change in ownership, a Letter of Release from the previous owner or lab director, releasing the CLIA number to the new owner, is required)
Change the name of our Lab Director	Name-Address-Director Change Form (NEW LAB DIRECTOR MUST SIGN FORM)	(Qualifying documentation of the new director is required for Certificates of PPMP, Compliance, and Accreditation; Personnel Requirements may be found on our website)
Upgrade/Downgrade our CLIA Certificate to a Certificate of PPMP or a Certificate of Waiver	Certificate Type Change Form	No
Upgrade/Downgrade our CLIA to a Certificate of Compliance or a Certificate of Accreditation	CMS-116	(If the change in certificate requires the lab director to also change, qualifying documentation of the new director is required; Personnel Requirements may be found on our website)
Add or remove a specialty/subspecialty or test/assay, to/from my Certificate of Compliance or Certificate of Accreditation	Specialty/Subspecialty and Test/Assay Change Form	No
Add or remove a test to/from my Certificate of Waiver or Certificate of PPMP	No notification is required	No
Reactivate a terminated CLIA certificate (terminated less than six months)	(There is no reactivation form; payment instructions can be found on our website under the FAQs tab)	No

(Continued ...)

Making Changes to your CLIA Certificate (continued)

I NEED TO:	WHAT FORM DO I USE?	ANYTHING ELSE?
Reactivate a terminated CLIA certificate (terminated greater than six months)	CMS-116, marked as a reactivation, with CLIA number included	(Any necessary laboratory director qualifying documentation; Personnel Requirements may be found on our website)
Request a <u>new</u> Multiple Site CLIA Certificate	CMS-116 (refer to page 2, Section V – Multiple Sites; you may attach additional pages if you are adding more than two locations)	(If you are applying for Multiple Site exception #2, you must include a copy of your Not-For-Profit Federal 501(c)(3) Tax Determination Letter)
Add or remove a site from my <u>existing</u> Multiple Site CLIA Certificate	Written notification from Lab Director, including CLIA number, site name, address, phone number, and tests performed at the site	No
Make changes to a site covered under a Multiple Site CLIA Certificate	Written notification from facility, including the CLIA number and the information to be changed.	Notification should specify that the change is for a site listed under a Multiple Site CLIA Certificate
Request a Temporary Testing endorsement for my CLIA Certificate	Written notification from Lab Director	No
Renew my CLIA Certificate	There is no renewal form for CLIA Certificates. Simply pay your CLIA User Fee Invoice from the US Department of Health & Human Services, CMS - CLIA Program, and they will mail your new certificate approximately 30 days prior to your current certificate's expiration date.	If you wish to know if your payment was received, please contact your financial institution or accounts payable department to see if your check has cleared.
Obtain a copy of my CLIA Certificate		It is not our policy to reissue certificates or provide copies of certificates if they become misplaced, or for changes in facility name, address laboratory director, or ownership. Contact our office by email (Jena.Baumann@illinois.gov), provide your CLIA number and purpose of your email, and we will send you a letter verifying your certification status. This letter may be used for billing and inspection purposes, and is accepted by both Medicare and Medicaid.